Approval:	Original Signed by Mark Arenaz	Date:	12/18/01
	Manager, National Spent Nuclear Fuel Program		
Approval:	Original Signed by Robert Blyth	Date:	12/18/01
	NSNFP Quality Assurance Program Manager		

I. PURPOSE AND SCOPE

The procedure establishes the format, content, and process to be used by personnel working for the National Spent Nuclear Fuel Program (NSNFP) when preparing and revising implementing procedures.

II. SUMMARY

This procedure describes the conditions that bring about a new procedure or changes to an existing procedure; mandates flow-diagramming; demonstrates format; addresses criteria for the development of content as well as criteria to be used by formal reviewers; and establishes review and approval authority in advance of the document control process starting point.

III. PROCEDURE

A. Initiating a Procedure or Procedure Change

NSNFP Personnel

1. Initiate a new procedure or change an existing procedure when:

    a. The NSNFP Planning/QA Program Applicability Evaluation indicates a new procedure or procedure change is needed to accomplish planned work.

    b. A Quality Assurance Requirements and Description (QARD) revision affects the NSNFP Scope of Work.

    c. Work cannot be accomplished in accordance with the procedures or its accomplishment would result in an undesirable condition.

    d. An approved remedial action or action to prevent recurrence associated with a NSNFP Deficiency Report (DR) or Corrective Action Request (CAR) stipulates it.

    e. A process improvement is identified and accepted by management.

    f. Inconsistencies among procedures occur.

    g. *Editorial corrections* (see glossary) are needed.

    h. Directed by the Manager, NSNFP or the NSNFP Quality Assurance Program Manager (QAPM).

B. Preparing NSNFP Procedure Flow Diagrams

NSNFP
Personnel

1. Before writing a new or changing an existing procedure, obtain end-user input and prepare a flow diagram in a format similar to that illustrated in Section VIII that includes:

    a. Initiating conditions

    b. The principal action steps within the primary path representing the workflow

    c. Interaction with other processes described by other NSNFP procedures.

2. Use solid lines and shapes for actionees and principal action steps on the primary path.

3. Use dotted lines and shapes for initiating conditions and with other NSNFP administrative processes.

C. Formatting for NSNFP Procedures

NSNFP
Personnel

1. Obtain the template from the website or from the NSNFP writer/editor for procedure formatting for both new and revised procedures.

2. Request editing services for all new procedures and procedure changes from the NSNFP writer/editor prior to approval of all procedures.

3. Coordinate with the NSNFP Document Control Center to select a procedure number in accordance with NSNFP Program Management Procedure (PMP) 6.03.

4. Select an effective date for the procedure consistent with the progress of the ongoing work or other program commitments as determined through discussions with managers or technical leads (TLs) or consistent with remedial actions or actions to prevent recurrence.

D. Developing Content for New and Revised Procedures

NSNFP
Personnel

1. Using Attachment A, NSNFP Procedure Development and Review Criteria, formulate the content of a procedure or procedure change.

2. Limit the procedure to logic-sequenced workflow and appropriate QARD-driven work controls by using the flow diagram to guide procedure development.

3. During the development or change process, add the word "Draft" after the revision number in the header, and at the discretion of the preparer, mark various draft iterations Draft "A," Draft "B," etc.

NSNFP
Personnel

4. For revisions, use vertical bars in the right-hand column to alert reviewers to text areas being modified from the previous revision.

5. If a revision to a procedure affects a form, follow the program management procedure regarding forms listed in the NSNFP QARD Requirements Matrix in Section 5.

E. Review and Approval of Procedures or Procedure Changes

NSNFP
Personnel

1. Submit completed draft procedure for review and subsequent approval in accordance with NSNFP PMP 6.01.

IV. REFERENCES

DOE/SNF/PP-033, The National Spent Fuel Program, Program Management Plan

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Procedure Development and Review Criteria

VII. RECORDS

The following records that are generated as a result of this procedure require retention in accordance with the identified classification and NSNFP PMP 17.01.
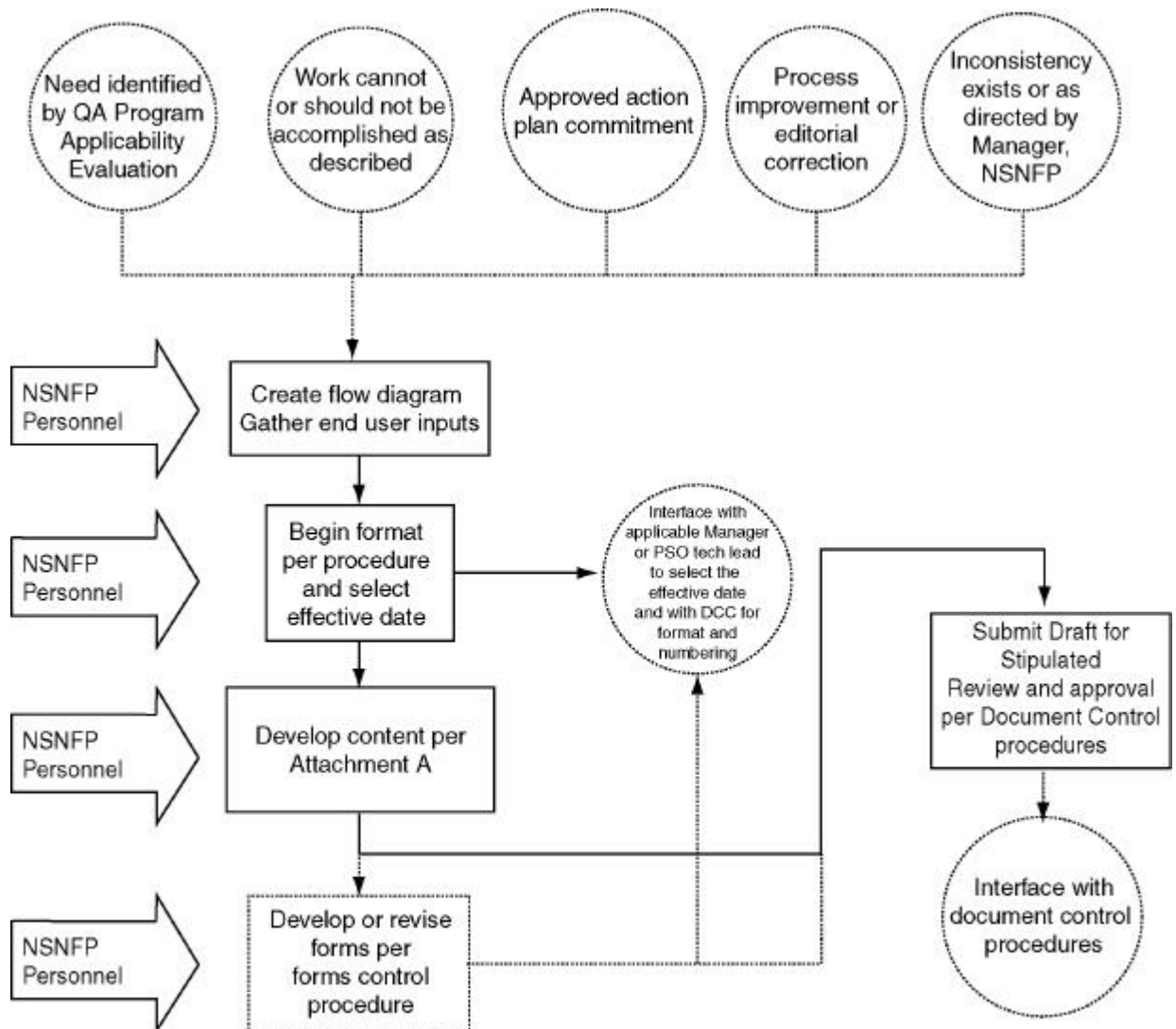
Lifetime

None.

Nonpermanent

None.

VIII. PROCEDURE FLOW DIAGRAM

01-GA_PMP_5_01

Attachment A

NSNFP Procedure Development and Review Criteria

General Criteria

The format for National Spent Nuclear Fuel Program (NSNFP) procedures must be consistent with this procedure. However, the introduction and glossary for the NSNFP Documents Manual and organization procedures may be presented in an alternate format.

The approval authority must be consistent with this procedure.

Specific Criteria

I.   PURPOSE

The purpose section contains a short statement explaining why the process itself is performed and may identify the higher-level requirements upon which it is based (the Quality Assurance Requirements Document [QARD] for example).

II.   SUMMARY

The summary section contains a brief overview of the process specified in the procedure section—a text-based version of the procedure flow diagram.

III.   PROCEDURE

A.   The Procedure Section in Outline Form

The procedure steps must be in the form of action statements.

NSNFP
Personnel

1.   Ensure that the procedure section contains the following information in an outline structure with the title of the actionee aligned with the left margin next to the first action step:

a.   A clearly defined process and the roles and responsibilities of NSNFP personnel participating in it. The roles and responsibilities must be consistent with the NSNFP Quality Assurance Program Plan.

b.   The workflow process in a logical sequence with adequate work controls embedded.

c.   As necessary, controls for altering the sequence of required inspections, tests, and other operations.

d.   Methods for demonstrating that work is performed as required by the procedure such as forms, formats, or checklists.

Attachment A

NSNFP
Personnel

e. As necessary, a description of quality verification points and hold points, all logically placed within the workflow to maximize the benefit of the verification.

f. Incorporation of qualitative and quantitative acceptance criteria.

g. Selected work controls, including the use of Program Support Organization Quality Engineer functions that are responsive to the QARD requirements.

h. QARD-based controls appropriate to the anticipated end use of the product.

IV. REFERENCES

This section contains a list of applicable references not contained in the QARD or the NSNFP Program Management Plan (DOE/SNF/PP-033).

V. DEFINITIONS

This statement will be provided in NSNFP procedures. "Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary."

VI. ATTACHMENTS

This section contains a list of the attachments to the procedure. If no attachments are used, enter "None." The information provided in the attachments must be compatible with the procedure text and be within the scope of the procedure.

VII. RECORDS

This section contains a list of the records generated to document the completion of the specified work controls during procedure development or revision or the execution of a procedure. The records provide objective evidence of the quality of the end product. The records classifications must be stipulated, appropriate, and consistent with records schedules, when available. This section should include the following paragraph and outline:

"The following records that are generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Program Management Procedure (PMP) 17.01."

Attachment A

Lifetime

The term "None." is entered, or the documents are listed as applicable.

Nonpermanent

The term "None." is entered, or the documents are listed as applicable.

VIII. PROCEDURE FLOW DIAGRAM

This section contains the process flow diagram, which needs to adequately diagram the process specified in the text-based version of the procedure. The flow diagram needs to reflect initiating conditions, when applicable, and the principal steps in the workflow, principal actionees, and interactions with other processes described by other NSNFP procedures. For example: